

OFFICE OF THE ADJUTANT GENERAL
VIRGINIA NATIONAL GUARD
BUILDING 316, FT PICKETT
BLACKSTONE, VIRGINIA 23824-6316

STATEWIDE AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 14-04

POSITION TITLE: ESGR Program Coordinator

GRADE: 04/MAJ

AOC: 43A00

FEMALE ASSIGNMENT ELIGIBILITY: YES

UNIT: JFHQ-VA

LOCATION: Fort Pickett, Virginia

OPENING DATE: 18 December 2003

CLOSING DATE: 20 January 2004

POC FOR ADDITIONAL INFORMATION: CPT Hunt, (434)298-6337 or DSN 438-6337 or e-mail Mrs Brenda Ralls at brenda.ralls@va.ngb.army.mil

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional Officers in grade CPT/03 through MAJ/04 who are members of the Virginia Army National Guard. Must be qualified in the following Functional Area: 43A, or become qualified within one year of assignment.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Provides assistance to the state ESGR Committee Chair, as required. Assists the State Chair in Strategic Planning and Committee assessment reporting. Submits reports to National ESGR Headquarters. Provides oversight, guidance and support to the State Employer Support of the Guard and Reserve (ESGR) Committee Programs, providing day-to-day continuity for National and State programs and initiatives. Acts as an extension of the National Headquarters' Regional Deputy Director, maintaining direct communication and coordination with the National office through the Regional Deputy Director. Serves as the Joint Force Headquarters (State) liaison between National and State ESGR officials. Establishes and maintains liaison with employers of Reserve component (RC) Military members. Works with all levels of RC military leadership in the state to identify and articulate concerns relating to employer support issues. Advises, assists and interfaces with identified local unit points of contact (POC). Coordinates with local unit command representatives to identify, plan and carry out special employer recognition events to include open houses, breakfasts/luncheons,

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employer orientation flights and tours, awards and honors programs, and related recognition events. Develops, institutes and provides management and administrative support to the State ESGR Committee. Assists ESGR Committee leadership in forecasting and developing the annual budget necessary to support State ESGR Committee operations and programs. Serves as the ESGR Committee financial program manager. Coordinates with all of the RCs in the state to schedule ESGR volunteers to support all mobilization and demobilization actions in the state. Assist and provides administrative support to the volunteer service component of the ESGR program, to include assisting in recruiting, training and mentoring State Committee members, providing special emphasis to the recruiting and training of sufficient employer Out Reach and Ombudsmen volunteers. Provides technical assistance in the development of State ESGR regional committees. Assists State Committee leadership in developing and conducting a train-the-trainer program for trainers in the ESGR program throughout the State, in accordance with National ESGR standards. Provides ESGR program technical assistance and guidance to RC military units within the State to accomplish the objectives and mission of the employer support program. Conducts staff assistance visits to ensure ESGR program requirements and policies for military members conform to respective service guidance. Provides ESGR technical interpretation, guidance and assistance to RC units and staff. Serves as liaison with government, civilian and military agencies and organizations as appropriate to support and execute the mission and objectives of the ESGR program, explaining and coordinating all ESGR service and support activities available to employers and military members. Researches employer issues relating to National Guard or Reserve employee military commitments. Mediates to resolution employer concerns. Most issues are expected to be regular and recurring and susceptible to early compromise by the parties involved. In the event issues cannot be resolved through mediation, incumbent refers the conflict to higher authorities for resolution.

HOW TO APPLY: All interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (signed and dated)
2. Copies of last five OERs
3. **Certified** copy of DA Form 2-1
4. Copy of current physical (DD Form 2807-1 and DD Form 2808 completed within the last 5 years)
5. Photograph in Class A uniform (taken within the last 12 months)

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6. Documentation to support all periods of active duty service creditable for retirement (**DD Forms 214 or 1506 or NGB Forms 23A**)

7. Any additional information the applicant may wish to submit for consideration (DA Form 705 PT Test, Height and Weight Statement, etc.)

SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, and a waiver is not approved, the offer for the position may be revoked.

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

REMARKS: Submit applications to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business on 20 January 2004. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding.

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at www.varich.ang.af.mil (Click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//
DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer